

# The CCMemo

County College of Morris  
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Employee Newsletter  
August 21, 2015

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### **Presidential Search Open Forum on September 1**



At its August 11 meeting, the County College of Morris (CCM) Board of Trustees retained the executive search firm Isaacson, Miller to help with the college's search for a president. Search consultants with the firm, Kate Barry and Morgan Sharoff, will be working closely with the college over the coming months.

On September 1, from 12:30 – 1:45 p.m. in the Student Community Center, Dragonetti Auditorium, the two consultants will hold an open forum for employees to hear perspectives on the college, expectations for the president, and the key challenges and opportunities the new president will face. These discussions will help the search consultants learn about the role and gain an understanding of the college's culture, current environment and the organizational context in which this president will operate.

Once they have had an opportunity to speak with people here at CCM, the two will work with the search committee to develop a position profile that will provide a compelling description of CCM, its history and mission, as well as a realistic and enticing picture of the challenges, measures of success, and ideal skills, experience and qualifications of the president.

## **SCHEDULED EVENTS**

Where applicable, click event title for more information

### **Adjunct Faculty Orientation/Dinner**

August 25, 5:30 p.m. (information tables at 5)  
Sheffield Hall, Room 200/Cohen Cafe

### **Opening Convocation**

September 3, 12:30-1:45 p.m.  
Dragonetti Auditorium

### **New Deans Welcome Reception**

September 3, 2-3:30 p.m.  
Student Community Center, Davidson Rooms A and B

### **Space Extreme**

September 11, 7 p.m.  
Longo Planetarium

### **Shapes in the Sky**

September 12, 3 p.m.  
Longo Planetarium

### **Tour of the Planets**

September 12, 5 p.m.  
Longo Planetarium

## **SAVE THE DATES**

### **Professional Days and Adjunct Faculty Orientation/Dinner**

January 14, 2016

### **Professional Days**

May 18-19, 2016

## **FRIENDLY REMINDERS**

### **End of Summer Hours and Changing Hours of Operation**

Effective Monday, August 24, the college will return to its regular work hours of 8:30 a.m. – 4:30 p.m. Employees who have been taking a half-hour unpaid lunch period during summer hours may resume a one-hour lunch period on that date. Please also note that the college will be closed for Labor Day on Monday, September 7.

As regular hours resume, some areas of "Hours of Operation" on the Quicklinks bar on the CCM homepage will need to be changed back. When this feature was

When finalized, this document will be made publicly available and will be shared broadly by the search firm with prospective candidates and helpful sources.

### **CCM Public Safety Promoting 'See Something, Say Something'**

Involving employees in workplace safety and security programs helps to extend the reach of the CCM Public Safety Department. The department consists of 13 full-time personnel (11 uniform) and two part-time public safety officers. During a semester, the daily campus population can reach somewhere between 2,000-4,000 people.

The additional eyes and ears, as well as an astute understanding of why security procedures are in place, create a more secure environment. But the workplace is just one area where security information can make an impact. Positive safety and security practices in the workplace transfer to the community. And, safety and security practices in the community extend to the workplace.

In an effort to help, the CCM Department of Public Safety is providing information from the Department of Homeland Security regarding its "See Something, Say Something" campaign at <http://tinyurl.com/q377ppk>.

Public Safety encourages everyone to call them at ext. 5550 or 5555 (emergencies only) anytime you feel uncomfortable or concerned about activity on campus. The Public Safety contact numbers should be programmed into your cell phones and kept by your office phone.

### **Dining Facilities Regular Hours Start August 28**



The CCM dining facilities will move from summer hours to regular hours on Friday, August 28, the first day of Fall Semester classes.

The Student Community Center Café will be open Monday through Thursday, 7:30 a.m. to 3:30 p.m. (closed on Fridays). The Cohen Café will be open Monday through Thursday, 7:30 a.m. to 8:30 p.m., and from 7:30 a.m. to 2 p.m. on Friday. The Learning Resource Center Café will be open Monday through Thursday, 7:30 a.m. to 4 p.m. (closed on

originally conceived, it was to be the responsibility of the administrative assistants in each department to keep department hours up to date. John Hester, CCM digital communications coordinator, has put together a step-by-step guide on how to do this.

1. Go to <http://tinyurl.com/pira82m>.
2. You will be prompted for your username and password. These are the same ones you use to log onto your computer in the morning. If you can't log in, contact [jhester@ccm.edu](mailto:jhester@ccm.edu) in order to have IT add you to the user list.
3. Select your department from the drop down list.
4. Change any information you need to change.
5. Since the "Hours" box is not a rich text box, you will need to add some HTML tags to format: <br> to add a break, <b>this will bold text</b>
6. Once you hit "Submit," your information will be updated on the website.

### **CCM Foundation Golf Outing**

The CCM Foundation Scholarship Golf Outing this year will be held at Rockaway River Country Club in Denville on Monday, September 28. As always, the event helps to raise funds for our scholarship program. Enjoy an exclusive course, lunch and dinner, golfer gifts and the chance to win both golf and raffle prizes.

Three automobiles will also be on the course that day and could be yours for a hole-in-one. CCM faculty and staff are able to enjoy the day for a single golfer price of \$185. For the internal invitation, head to <http://tinyurl.com/qab8fnk>.

### **Library Book Group**

The CCM Library Book Group will be discussing "Nine Stories" by J.D. Salinger on Wednesday, August 26, at 12:30 p.m. and all employees are welcome to attend. If you plan to attend, you are asked to read "A Perfect Day for Bananafish" and two other stories. The club typically meets the last Wednesday of the month in the library conference room. Those with questions can contact ext. 5278.

### **HR CORNER**

**Barclays Center Offers**

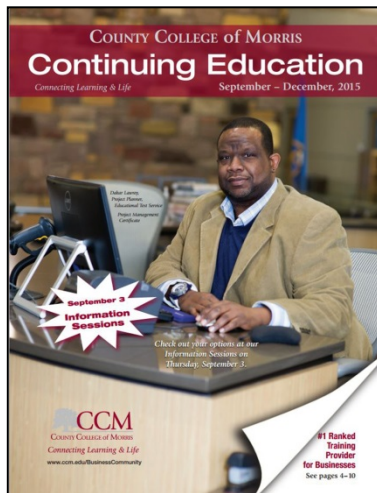
Fridays).

For a menu and hours for specific items, see the Chartwells website at <http://tinyurl.com/nv2bdv2>.

### **Noncredit Continuing Education Catalog Released**

CCM has an impressive lineup of new and existing noncredit programs to assist individuals with enhancing their professional skills for career success. Classes begin in early September with registration now taking place.

All the details on this fall's programs can be found in the Fall Continuing Education brochure located at <http://tinyurl.com/pucvf7p>.



Information sessions also will be held on Thursday, September 3, at 6:30 p.m. There will be individual sessions for 11 different programs; and Admissions counselors will be on hand to assist those interested in pursuing a for-credit degree. See the Fall Continuing Education brochure for the location of each session and additional details.

New for this fall, CCM has teamed up with the American Association of Professional

Coders (AAPC) to upgrade its Medical Billing and Coding program. Now graduates will qualify to sit for the AAPC Certified Professional Coders exam – the industry accepted initial certification for employment. Read more about new and returning programs at <http://tinyurl.com/o7jqhnt>.

The Barclays Center is offering CCM employees special pricing for upcoming events, such as Disney On Ice and college hockey games. Find more information at <http://tinyurl.com/mde49zm>.

### **CCM Hosting Retirement Workshops**

The Division of Pensions and Benefits has scheduled retirement seminars at three new locations, one at CCM.

The dates are as follows:

- Tuesday, September 15 — 9:30 a.m. — Monmouth County Fire Academy, Freehold
- Monday, September 21 — 10:30 a.m. — Stockton University, Galloway
- **Thursday, October 1 — 10 a.m. — County College of Morris**

You can register at <http://tinyurl.com/lkqmtz2>.

### **Retirement Consultations**

One-on-one counseling sessions are available as follows with state-approved representatives:

**MetLife** representative David Sharpe will be on campus on Wednesday, September 16, from 10 a.m. – 2 p.m. in Henderson Hall, Room 110. Email [dsharpe2@metlife.com](mailto:dsharpe2@metlife.com) to make an appointment. He will also be on campus on October 15, November 20 and December 7 (all of these appointments will be in Henderson Hall, Room 107).

**TIAA-CREF** representative Zhee Sarabia will be on campus on Wednesday, September 9, from 9 a.m. – 4 p.m. in Henderson Hall, Room 107. Call 800-732-8353 to make an appointment. She will also be on campus on October 16, November 11 and December 16.

**Prudential** representative Lily Lau will be on campus on Tuesday, September 29, from 10 a.m. – 4 p.m. in Henderson Hall, Room 107. Call 732-236-6782 to make an appointment. She will also be on campus November 17 and December 9 (appointments starting at 9 a.m.).